

VILLAGE OF BARRINGTON HILLS COMMUNICATIONS COMMITTEE

Date: Wednesday, February 20, 2013

Time: 6:00 P.M. CDT

Location: Training Room

Village Hall

112 Algonquin Road

Final Minutes

1. Organizational

1.1. Call to Order

1.1.1. Chairperson Linda Fox called meeting to order at 6:14pm

1.2. Roll Call

1.2.1. Present:

Linda Fox Chairperson

Barbara Kemp, Vice Chairperson

Mary Beth Holsteen, Welcome Wagon Coordination, Member

Trustee Karen Selman

Trustee Patty Meroni

Anna Paul, Planning & Zoning Information Specialist

1.2.2 Absent

Trustee Patty Meroni

Robert Kosin, Village Administrator, FOIA Admin Officer

Alice Runvik, Police Liaison

Vicki Kelly, Secretary

Laura Ekstrom- Website Designer, Member

Mike Zachar – Website Technical Support, Member

2. Administration

2.1. Approval of January 2013 minutes. Motion by Holsteen, seconded by Barbara Kemp 3-0-3.

3. Reports from Village

3.1 Police Department – No Report.

3.2 Administration – Robert Kosin - No Report

3.3 Administration continued – Anna Paul

3.3.1 Anna Paul – Mug Club, Website and Newsletter issues. Defer to Agenda.

3.4 Trustee Meroni

3.4.1 I.A.A. - The village is still working with East Dundee to protect our shared groundwater from possible future leakage of hazard materials. It does not appear that Springfield I. E.P.A. officials will intervene. East Dundee is seeking revenues from new businesses such as I.A.A. to offset the revenue impact of losing Wal-

Mart on Route 25. Legal fees are being incurred for the project. An article in the Newsletter will address the issue.

- 3.4.2 The Roads and Bridges Program has been agreed upon for 2013. A Newsletter article will announce the plans.

3.5 Trustee Selman

Defer discussion under Newsletter, Website and Community Coffee.

4. Old Business

4.1. Newsletter

- 4.1.1. A copy of the draft Newsletter was shared. The draft was 11 pages. The team decided, for financial reasons that it will be reduced to 8 pages with reductions to be made at Linda Fox's discretion. Trustee Selman will have a discussion with President Abboud about his deadline. Many articles have to be updated and rewritten since the President's Letter was received much later than the other articles.
- 4.1.2. Linda Fox indicated she would like to have someone else take leadership for the Newsletter. Karen Selman will help search/locate a replacement to manage future issues for the Communications Committee. Anna Paul will work with Linda Fox and the Printer to make the needed corrections to this version and release it ASAP.
- 4.1.3. Linda Fox asked Barbara Kemp for better images of the FOIA Charts. Anna Paul has the original excel file and can create better copies than the jpegs from the data in the spreadsheets. JPEGs were to be used on the Website so no one could alter the data online.
- 4.1.4. Dates are being changed to eliminate events that will be past due at publication. Anna Paul agreed to ask P. Denise Israel for the date for the ~Earth Day Heritage and Environs trash pick-up day.

4.2. Website

- 4.2.1. Barbara Kemp reviewed the May 2012 Website Draft Design, and the budget for the Website Phase 5 Completion. This project started in 2009 at the direction of the Board of Trustees. Phase 5 was to be the completion which would include the full transition to Word Press and the real integration of dotINFO and dotGOV.
- 4.2.2. Karen Selman reiterated the fact there is no budget for the Website.
- 4.2.3. It was decided that Anna Paul has both the skills and the time to complete the Website Integration work in addition to her other duties for the Village. Barbara Kemp will set up a meeting with Laura Ekstrom, the Designer and Anna Paul to make the transition. Anna Paul can then determine the timing for the transition and completed effort.
- 4.2.4. The remaining open issue is the ongoing Editorial and Writing functions. The Communications Committee needs either guest editors or new members to maintain the site. The Committee may reduce expectations like we have for the last year if no volunteers are available.
- 4.2.5. Barbara will notify Evans Webservices that the contract is no longer required.
- 4.2.6. Barbara asked the team to agree on the transition to Spring 2013 for the Portal. It was agreed to reuse the 2012 Spring Photos and leave the Groundwater link in

place. If there is a need for change for any other reason, Anna Paul will contact Laura Ekstrom for replacement photos.

4.3. Welcome Wagon Program

- 4.3.1. Mary Beth Holsteen has the final list of organizations that are part of the Comprehensive Plan.
- 4.3.2. The Welcome Letter will be prepared by Trustee Selman. President Abboud's schedule did not permit him time to do this.
- 4.3.3. The Anna Paul updated Spring 2013 village brochure.
- 4.3.4. Mary Beth will use the Village's mailing list, stationary and envelopes plus postage. She will augment her MLS list with residents who are new and live in Barrington Hills who have addresses that are not Barrington Hills, such as residents along Haegers Bend Road with Algonquin postal addresses.
- 4.3.5. There are less than 100 mailings in total.
- 4.3.6. Mary Beth may continue to mail the packages on a monthly or as needed basis going forward.

4.4. Community Coffees - renamed "Mug Club" by Trustee Selman

- 4.4.1. Anna Paul shared draft of the U.S. Post Office bulk mailing for the next Village communications. Bob Kosin, Anna Paul and Trustee Selman prepared the March for the Mug Club event March 2, 11:00 a.m. to 1:00 p.m., and the March 4 to 9 BACOG Water Testing Pick Up Program.
- 4.4.2. The logo was different than the Communications Committee uses, but it is too late to change it, since it was already sent to the printer. Trustee Selman and Anna Paul will discuss this matter with Bob Kosin and assure that future Communications mailings carry the same logo as the Newsletter and Community Website.
- 4.4.3. Once a month, on a Saturday, Trustees will take turns sitting with residents. This is the first meeting and there is no agenda. Trustee Selman will assure there is coffee. She did not ask for support from the Communications Committee members. Trustee Selman will schedule Trustees for the ongoing meetings depending on the success of her initial effort.

5. New Business

5.1. Such business as may be brought before the Committee.

- 5.1.1. NEMO Blizzard Alert. The subject was deferred to the next meeting. Bob Kosin.
- 5.1.2. 9-1-1 Texting – The village ETSB has determined to proceed with 9-1-1 interim texting. There are Community and Communications implications from such a decision. It was suggested to have this as a topic at the next meeting. Bob Kosin
- 5.1.3. The Heritage and Environs Chairperson brought a proposal to Linda Fox for managing the Neighborhood Watch Program in a new way. There was not enough information to get into further discussion at this meeting. The Communications Committee does not publish Police Website materials. If there is a new team/committee appointed by the Trustees, they need to work with the Police Department on release of information. If something needs to be included in the Newsletter, then the Trustee Liaisons and/or Alice Runvik, our Police Liaison may bring the information forward to the Communications Committee for consideration.

6. Public Comments - None

7. Adjournment

- 7.1. Motion made to adjourn by at Barbara Kemp at 8:45 p.m., seconded by Mary Beth Holsteen. Approved 3-0-3.

Barbara Kemp for Vicki Kelly – Secretary

Minutes Votes as final March 18, 2013 Communications Committee Meeting (2-3-1)